

CITY OF MILPITAS  
Established: 09/91  
Revised: 07/03, 08/04  
EEOC: Management  
Unit: Unrepresented  
FLSA: Exempt  
Physical: 1

### **DEPUTY CITY CLERK**

#### **DEFINITION**

Plan, organize and direct a variety of complex administrative, technical, and supervisory duties in support of the City Clerk Division's day-to-day operations; provides a high level of administrative and technical support to the City Clerk and performs all duties of the City Clerk in his/her absence.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for assisting the City Clerk in administration of the City Clerk Division's operations. The incumbent works under the direction of the City Clerk and exercises supervision over clerical and technical positions.

#### **EXAMPLES OF ESSENTIAL DUTIES** - *Duties may include, but are not limited to, the following:*

- ◆ Assist in the development and implementation of the Division's goals, objectives, policies, procedures, and work standards.
- ◆ Work with staff, the general public, and elected officials providing a high level of administrative support services.
- ◆ Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, and records retention.
- ◆ Research public records and provide information to the public and staff members concerning City Council and Redevelopment Agency's actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- ◆ Assist with the compilation of agenda items for City Council and Redevelopment Agency meetings; direct preparation and distribution of agenda packets; summarize and publish agenda information.
- ◆ Prepare City Council and Redevelopment Agency minutes.
- ◆ Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official minutes and other public records; maintain and update Municipal Code books.

CITY OF MILPITAS  
Deputy City Clerk

- ◆ Prepare and publish legal and public notices in coordination with City departments.
- ◆ In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, write agenda reports, take minutes, and supervise the Division staff.
- ◆ Assist the City Clerk in the administration and conduct of municipal elections.
- ◆ Monitor workflow, plan, organize, direct, supervise, and evaluate Division staff, and service levels as assigned.
- ◆ Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.
- ◆ Certify, notarize, and record City documents.
- ◆ Administer special programs and process related documents, such as insurance certificates, Statements of Economic Interest, BINGO license and renewals, Weed Abatement, passport program, special permits, and all other statutory duties.
- ◆ Collect, compile, analyze, and prepare data for special surveys, projects, and reports.
- ◆ Perform other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- ◆ Modern office management practices and procedures.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Organization and functions of municipal government.
- ◆ Office equipment including computers and office software applications.
- ◆ Multiple filing systems.
- ◆ Laws, rules, regulations, and procedures related to City Clerk functions, including municipal elections and public records.
- ◆ Principles and practices of management, supervision, training, and performance evaluation.

**Skill and Ability to:**

- ◆ Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- ◆ Take notes and summarize written material.
- ◆ Interpret a wide variety of documents and apply knowledge of diverse procedures.
- ◆ Establish and maintain effective work relationships with City staff, officials, and the general public.
- ◆ Supervise, train, and evaluate assigned professional, technical, and clerical personnel.
- ◆ Maintain filing systems and complex records including confidential data.
- ◆ Keep abreast of laws, regulations, and pertinent professional knowledge related to the field.
- ◆ Communicate effectively, both orally and in writing.
- ◆ Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.
- ◆ Satisfactorily use office software on a personal computer.
- ◆ Efficiently take and transcribe notes using shorthand, brief-hand, or another method.

**EDUCATION AND EXPERIENCE**

**Experience:**

Five (5) years of increasingly responsible administrative support experience with varied assignments, projects, public contact, and technical office management; including at least one (1) year of supervisory experience or experience as a lead in projects coordination.

**Education:**

High school diploma

**License or Certificate**

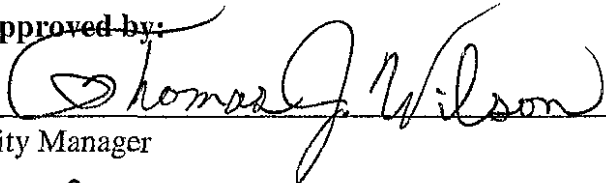
Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possess or obtain within six (6) months of employment and maintain throughout employment a Notary Public Commission.

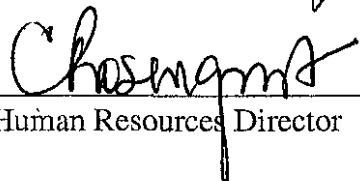
**SPECIAL REQUIREMENTS:** *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to take notes at a rapid speed; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

Approved by:

  
\_\_\_\_\_  
City Manager

9-3-04  
\_\_\_\_\_  
Date

 9-3-04  
\_\_\_\_\_  
Human Resources Director